

# GUIDANCE NOTES FOR STUDENTS

## COMPLETING YOUR 2021-22 STUDY ABROAD APPLICATION

It's time for you to apply for your 2021-22 Study Abroad placement! Please use these Guidance notes to assist you. The application process consists of two parts:

### PART 1 (APPROVAL)

Part 1 requires you to submit your three university choices via the online form on the 'How do I apply' webpage of the Study Abroad website.

**Deadline: The deadline for Part 1 is Wednesday 09 December at 4pm (UK time).**

Approval comes from your departmental Study Abroad Tutor, who confirms that they are happy to support your application with the choices that you have selected.

### PART 2 (APPLICATION)

Part 2 is your application for the Study Abroad programme; your opportunity to tell us about your motivation for applying and your reasons for selecting each of your 3 university choices.

You will be able to begin part 2 once your Study Abroad Tutor has confirmed to us that they approve and support your three choices, so the earlier that you submit your three choices, the more time you will have to complete your application. Please do however take the time to consider your options, as it is not possible to change your options or the order of preference once submitted.

**Deadline: The deadline for submission of Part 2 by email is Wednesday 16 December 2020 at 4pm (UK time).**

Please be advised that late applications will not be accepted, so you should ensure that you have allowed sufficient time to complete each part prior to each deadline!

### COMPLETING PART 1 (APPROVAL)

1. After you have consulted the Options Guide and are ready to begin, click the link to the online form on the 'How to Apply' page of the Study Abroad website
2. You will be asked to confirm your personal details and confirm the three university choices, in order of preference, that you would like to be considered for. It is your responsibility to ensure that you are only applying for institutions open to your department
3. Review your choices – make sure that all the institutions you have selected are open to your department and ensure that the order you have selected accurately reflects your preferences. **You will not be able to change your choices or order of your choices once you have submitted them.** If you are happy with your selection, press the 'Submit' button.
4. The final screen will confirm that you have submitted your choices. We, the Study Abroad Team will then contact your departmental Study Abroad Tutor to ask them to 'approve' or 'reject' your choices

### WHAT HAPPENS NOW?

Once you have submitted your university choices via the online form, your departmental Study Abroad Tutor will receive a notification from us to approve or reject the choices.

After your Study Abroad Tutor approves your choices to us (please note that this could take up to 3 working days), you will receive an email from [studyabroad@ucl.ac.uk](mailto:studyabroad@ucl.ac.uk) containing your application pack, including instructions and the application form itself.

## COMPLETING PART 2 (APPLICATION)

1. Once you have received your application pack by email, please take some time to read through all requirements. You will be asked to read through and agree to the Terms and Conditions of the application before you can proceed.
2. Please answer all questions included in the application form. Note the maximum word count on each question and make sure that you do not go over. Don't forget that your answers are seen by the assessing panel within the Study Abroad team only as your application is assessed internally by us. The host universities that you have included do not see or assess your application at this stage.
3. Step 6 is where you upload your CV and evidence of language proficiency, if you are applying to one or more universities that do not teach in English. If you are unsure about how to demonstrate your language proficiency, please email us at: [studyabroad@ucl.ac.uk](mailto:studyabroad@ucl.ac.uk) before submitting your application.
4. We advise that you review your answers carefully. **You will not be able to amend your answers once you have submitted your application.**
5. Once you are happy with your answers, please follow the instructions included on the form to return your application to us by email. All parts of your application must be sent no later than Wednesday 16th December 2020 at 4pm (UK time). Unfortunately, we are unable to accept any late applications. **You will not be able to make any further changes to your application after this point, so you must be sure that you are happy before you submit it.**
6. You will receive an email from us to confirm that all parts of your application have been received.

## WHAT HAPPENS NOW?

Once your application has been submitted, you do not need to take any further action. After the deadline date, the Study Abroad Team will assess all applications and you will be notified of the outcome in February 2021.

## HOW WILL MY APPLICATION BE ASSESSED?

Following the Summer 2020 capstone assessment which was implemented across UCL in response to teaching disruption caused by COVID-19, we do not have a grade average from the 19-20 academic year that would usually be assessed alongside your application questions and your CV.

At the current time, we are working with partner universities to establish what they will need as evidence of your academic level, in the absence of a grade average. We will notify you in the coming few weeks of how this information will be gathered from your department to assist us in allocating placements accordingly.

We do not expect that partner universities will confirm their teaching and exchange plans for the 2021-22 academic year until next Spring. If one of your chosen universities takes the decision to cancel exchange in 2021-22 during the application process, we will give you the opportunity to include a different university in your choice of 3.

**For any questions not answered here, please contact the Study Abroad Team at [studyabroad@ucl.ac.uk](mailto:studyabroad@ucl.ac.uk)**